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OFFICE OF TRAINING REGULATION NO. 25-5

9 July 1954

SUBJECT: PROCEDURES FOR DISPATCH OF TRAINING MATERIALS FOR USE
OVERSEAS BY OTR PERSONNEL

1. POLICY

The following policies shall govern the dispatch of training materials for use by OTR instructors scheduled for TDY assignments overseas:

- a. Training materials desired by individual instructors shall be kept to a minimum consonant with needs of the training program.
- b. All training materials for dispatch to the field shall be appropriately sterilized.
- c. No training materials shall be dispatched to the field without security approval
- d. Training materials, except as hereinafter noted, shall be returned to headquarters upon completion of the training program.

2. RESPONSIBILITIES

- a. Individual instructors are responsible for assembling, sterilizing, and requesting dispatch of training materials to the field.
- b. The Research and Development Branch, Plans and Research Staff (RDB/PRS/TR) is responsible for review and processing such training materials, and providing guidance on sterilization.

3. PROCEDURES

- a. Instructors proceeding overseas on TDY assignments will:
 - (1) Assemble and sterilize training materials required for instructional purposes. These may include lectures, notes, films, publications, graphic aids, etc.

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(2) Forward training materials with covering memorandum to RDB/FRS/TR stating proposed use of the materials (e.g., background information for instructor's use only, handout to be retained by trainees, etc.).

(3) Insure that training materials reach RDB/FRS/TR not later than five weeks prior to date of intended use in the field.

✓ (4) Request field station personnel to return training materials to OTR through channels.

b. RDB/FRS/TR will:

(1) Provide guidance to instructors on sterilization of training materials.

(2) Screen training materials for sensitivity and adequate sterilization.

✓ (3) Obtain security approval

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✓ (4) Recommend to the Director of Training release of training materials to the area branch for dispatch overseas.

(5) Insure that training materials reach the area branch not later than four weeks prior to date of intended use in the field.

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MATTHEW BAIRD
Director of Training

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OFFICE OF TRAINING REGULATION NO. 25-4

SUBJECT: ESTABLISHMENT OF POLICY, PROGRAM, RESPONSIBILITIES, AND
PROCEDURES FOR TRAINING EVALUATIONS

1. Purpose

The primary purpose of the Training Evaluation Program is to produce systematic, objective and complete reports concerning the work accomplished by students and personality factors and competence evidenced during training.

2. General Policy

Training evaluations will be required as a part of all instruction given by or paid for by the Central Intelligence Agency, whether group or tutorial, and whether internal or external to the Agency. Exceptions may be made in specific cases only by the Director of Training. Instructors will provide evaluations of the students in their classes in accordance with standards to be established.

3. Projected Training Evaluation Program

To ensure the development of a meaningful training evaluation program which (a) provides accurate information in a manner most useful to consumers and (b) avoids misinterpretations which might prove unnecessarily prejudicial to the student, the following program will be instituted:

- a. Principles and procedures will be formulated governing training evaluations in all courses of instruction.
- b. Evaluation techniques and procedures specific to the needs of each course will be developed. Within the possibilities offered by each course, this will include the development and application of techniques for observation and measurement of significant personality characteristics and traits.
- c. A program to test individuals before entering a training course will be developed and operated to permit evaluation of the student's accomplishments in terms of his capabilities, attitudes and interests.

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- d. Procedures to ensure most efficient methods of reporting student achievements, behavior, and personality characteristics, including review of reports and dissemination to appropriate individuals, will be prepared and put into effect. These will include:
 - (1) Reporting of routine or standard evaluations.
 - (2) Identifying and reporting special problems and special talents while individuals are in training.
- e. Special research projects will be conducted to ensure maximum usefulness of training evaluations to all concerned.

4. Responsibilities

- a. Each Division and Branch of the Office of Training will be responsible for carrying out those portions of the Training Evaluation Program which are related to its training operations. This will include initiating contact with the Assessment and Evaluation Staff when new courses are planned or courses are changed so that plans for or changes in training evaluations may be made.
- b. The staff of instructors in each course has the responsibility for evaluating students and carrying out any special procedures developed for a particular course. The Assessment and Evaluation Staff and the Instructional Staffs will cooperate in developing the specific procedures and techniques used in evaluation.
- c. The Assessment and Evaluation Staff will be responsible for:
 - (1) Initiating the Training Evaluation Program of each course in accordance with priorities established by the Director of Training.
 - (2) Developing the Training Evaluation Program in cooperation with course instructors through workshops and other means.
 - (3) Ensuring that the Program is put into operation and that it continues to operate effectively.
 - (4) Applying the results of the Assessment and Evaluation pre-training testing program to the evaluation of the student.

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- (5) Implementing and coordinating research relative to the Training Evaluation Program.

5. Procedures

- a. To carry out the Training Evaluation Program, members of the Assessment and Evaluation Staff will meet with course instructors or others responsible for course planning in conferences or workshops to develop evaluation procedures determined to be applicable to the course in such areas as knowledge, skills, attitudes and personality characteristics.
- b. Until joint conferences or workshops are held, the Training Evaluation Report form will be developed by course instructors. These reports will be prepared on letter-size paper and will be uniform with respect to headings, minimum content, and adjectival rating system used.
- c. Until these joint conferences or workshops are held, the instructors will continue to comment upon personality characteristics, but no methods for systematically rating and reporting in this area will be developed.

6. Dissemination of Training Evaluation Reports

a. Standard Reports

- (1) Training Evaluation Reports will be filled out in quadruplicate and transmitted to the Assessment and Evaluation Staff by the Chief Instructor. For students who withdraw from the course, the Training Evaluation Report form will be transmitted with a notation of the reason for withdrawal.
- (2) Training Evaluation Branch will review reports for conformity with Office of Training policies, principles, for clarity, and for coordination with prior or subsequent training evaluation.
- (3) In separate memoranda, the Assessment and Evaluation Staff will add information based on information in its files, whenever appropriate.
- (4) The Assessment and Evaluation Staff will distribute copies of the Training Evaluation Report, and when appropriate, the memoranda, as follows:
 - (a) To major organizational components of the Agency, through Training Officers, or Training Liaison Officers

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(b) To Assistant Director (Personnel) through appropriate officials including the Director of Training.

(c) To the Registrar, Office of Training.

b. Special Reports

Each Chief Instructor will report to the Assessment and Evaluation Staff of the Office of Training the progress of (1) any Office of Training staff member and (2) any student who is in danger of failing or who shows signs of emotional disturbance. Special reports on Office of Training staff members whose work is on the average less than excellent will be made in time to take any necessary corrective action. Reports on students in danger of failing or who show signs of emotional disturbance should be made as soon as these conditions are detected. Reports on these students will include a statement of what has been said to the student about his progress.

7. Providing Students with Information on Progress in Training

Chief Instructors should inform students by returning written work and through informal conferences of the progress they are making in achieving the goals of the course. This does not require that the student be shown the Training Evaluation Report.

8. Use of Assessment and Evaluation Psychological Services

Chief Instructors are encouraged to consult with the Assessment and Evaluation Staff in dealing with psychological problems in conducting their courses and in understanding or dealing with students who exhibit behavior that is difficult to interpret or evaluate.



WILLIAM BAIRD
Director of Training

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DISTRIBUTION: All OAR Staff and Division Chiefs
All Chief Instructors, OTR
All Training Officers

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